



DEFENSE FINANCE AND ACCOUNTING SERVICE

COLUMBUS

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DFAS-B/CC

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MEMORANDUM FOR DIRECTOR, VENDOR PAY SERVICES
DIRECTOR, VENDOR PAY ARMY SUPPORT
DIRECTOR, VENDOR PAY NAVY SUPPORT
DIRECTOR, VENDOR PAY AIR FORCE SUPPORT
DIRECTOR, VENDOR PAY MARINE CORPS/DEFENSE
AGENCIES SUPPORT

SUBJECT: E-Mail Submission of Receiving and Acceptance Reports

This memorandum is issued as an addendum to the "Final Guidance 0100-01-0001, Receipt of Contractual Documents via Microsoft Outlook (e-mail)" memorandum dated May 1, 2002. This guidance is applicable to all Vendor Pay offices.

In order to provide an increased level of support to our customers and reduce the late submission of receiving documents, the attached procedures are implemented immediately for e-mail submission and receipt of receiving and acceptance reports. Each Vendor Pay office will establish a dedicated Document Control e-mail account to receive e-mailed receiving and acceptance reports and will notify their serviced customers of the capability to submit receiving and acceptance reports via e-mail.

The documents will be submitted to a dedicated e-mail address established in the Vendor Pay Document Control Section. This e-mail account is under the direct control of the Vendor Pay Control supervisor or lead, with access limited to authorized Vendor Pay control section employees only.

The documents received will be scanned and encrypted by the customer (receiving activity) to prevent any manipulation or cut-and-paste modification of documents received. Emphasis will be placed on the continuance of established internal controls, as well as document security and integrity.

This process will enhance the document receiving capability, and is not intended to replace existing systemic programs and/or initiatives. These procedures are an interim measure until such time as each office has the capability to receive electronic documentation. Adherence to the attached Standard Operating Procedure will be strictly enforced.

Questions on the above subject should be directed to Mr. Mark Detka, DFAS-BSSN/IN, at 317 510-5392.

Sally A. Smith
Director, Commercial Pay Services

Attachment
As stated

DFAS Vendor Pay Product Line Standard Operating Procedure

E-mail Processing of Receiving and Acceptance Report Documents

Introduction:

In an effort to provide an increased level of support and reduce the late submission of receiving documents, the following process will be utilized as one of the methods for submission and receipt of receiving and acceptance reports. This Standard Operating Procedure (SOP) will enhance the document receiving capability, and is not intended to replace existing systemic programs and/or initiatives.

It is the responsibility of the Vendor Pay Document Control Branch (VPDCB) to examine receiving and acceptance documents received via e-mail to ensure they are proper, complete, and correct.

This SOP will be used in conjunction with the following references and applied in order of precedence: Code of Federal Regulation (CFR) Title 5, Part 1315, Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), the Department of Defense Management Regulation (DoDFMR), Volume 10, and the Commercial Pay Policies and Business Practices.

Procedures:

It is the responsibility of the supported customer and DFAS to ensure the integrity and viability of the documents and provide the necessary internal controls to prevent the manipulation of data.

Vendor Pay Document Control Responsibilities:

1. Each Vendor Pay Office (Site) will prepare a letter notifying the supported receiving activities of the implementation and processing of e-mailed Receiving/Acceptance Reports. This letter will state that this process may be used as one of the methods for submitting receiving/acceptance documents.
2. Each VPDCB will establish a document control e-mail account to enable receipt of the e-mailed receiving and acceptance reports. Each office will establish procedures to ensure that only *Adobe Acrobat®* (.pdf) documents submitted from .mil addressees are processed into the vendor pay entitlement system.
3. The e-mail account must be under the direct control of the Vendor Pay Control/Tier II supervisor or lead. Access to this document control Microsoft (MS) Outlook® e-mail address will be limited to authorized vendor pay control technicians only.

Note: Vendor pay offices will advise *supported receiving activities that any received documents that are not in a .pdf format will not be accepted and will be returned to the receiving individual for compliance with these established procedures and resubmission to the Vendor Pay Office. This limitation is required for internal control purposes.*

4. Once the e-mailed documents have been received, document control technicians will print a hardcopy document for the vendor pay input technician, for routine processing into the entitlement system.

Returning An Improper Receiving Report:

1. When a receiving report is missing information and is considered improper, the receiving report must be returned immediately (within 24 hours), with explanation to preclude/reduce interest penalties from accruing (the PPA clock continues). Sites will return (e-mail) the improper receiving reports via e-mail, with a full explanation to the responsible receiver for correction and resubmission.

2. The messages received as a result of the MS Outlook® Tracking Options features for read receipt and delivery receipt will be saved as a supporting method for logging and tracking of returned e-mailed documents.

Receiving Individual Responsibilities:

1. The receiving and acceptance documents will be scanned and saved (by the supported receiving individual) using only Adobe Acrobat® 5.0 or greater version software. The receiving and acceptance reports are e-mailed as an attachment, sent to a controlled DFAS mailbox from the established customer (.mil address) mailbox. Mailbox to mailbox addresses restrict the potential for alteration of documents. This process will prevent any manipulation or cut-and-paste modification of documents received.

Note: *Documents submitted from other than the established receiving individual e-mail account (.mil address) will not be accepted. This limitation is required for internal control purposes.*

2. Documents will be submitted to a dedicated Vendor Pay MS Outlook® e-mail account established in the VPDCB. The receiving individual will activate the MS Outlook® Tracking Options features (read receipt and delivery receipt) on their controlled e-mail account as a supporting method for logging and tracking of these e-mailed documents.

Contract Folders and Records Management:

The VPDCB has overall control and responsibility for the e-mailed receiving and acceptance report documents. The electronic file (e-mail with attachments) will be retained for a minimum of 90 days. For internal control purposes the method used for storage will either be on an access controlled hard drive, a secured server, or they will be written to a CD and secured in a locked container.

Record management requirements must be followed, regardless of the type of storage utilized. The hardcopy document will be handled routinely and maintained in the contract folder. Retain all records of OPEN-ACTIVE procurement files until closed. They cannot be disposed of until the statute of limitations (six years and three months from the date the final payment is made) has expired. The instructions contained in DFAS Regulation 5102-R must be followed for numbering, labeling, filing, and retaining/securing all payment documents.

eMail Addresses for sending Receiving Reports

Fied Site

eMail Address

Notes

DNO	DFAS-INVenPayRcvgRpts@dfas.mil	All serviced sites
Europe	dgk-vpdcb-recrpt@dfas.mil	Will Change After 2/20/04
Lawton	DFAS-LW-VPAY-BLISS@DFAS.MIL	Ft. Bliss
	DFAS-LW-VPAY-SILL@DFAS.MIL	Ft. Sill
	DFAS-LW-VPAY-IRWIN@DFAS.MIL	Ft. Irwin
	DFAS-LW-VPAY-LEE@DFAS.MIL	Ft. Lee
	DFAS-LW-VPAY-CARSON@DFAS.MIL	Ft. Carson
	DFAS-LW-VPAY-RILEY@DFAS.MIL	Ft Riley
	DFAS-LW-VPAY-WOOD@DFAS.MIL	Ft. Leonard Wood
	DFAS-LW-VPAY-HOOD@DFAS.MIL	Ft. Hood
Lexington	DLX-GORDON-RR@dfas.mil	Ft. Gordon
	DLX-KNOX-RR@dfas.mil	Ft. Knox
	DLX-NGB-RR@dfas.mil	National Guard
Orlando	dfas-or-dc@dfas.mil	All Army serviced sites
Rock Island	dri-receiving-reports@dfas.mil	All serviced sites
Rome	rome-vpfileroom@dfas.mil	All serviced sites
Seaside	DSSrrptN@dfas.mil	NETCOM
	DSSrrptH@dfas.mil	Ft. Huachuca
	DSSrrptD@dfas,mil	Defense Language Institute
St. Louis	dsl_cecom@dfas.mil	CECOM
	dsl_amcom@dfas.mil	AMCOM
	dsl_tacom@dfas.mil	TACOM